



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


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January 28, 2015

MEMORANDUM

TO: Michigan Electronic Grants System *Plus* (MEGS+) Authorized
Officials and Section 31a Program Main Contacts

FROM: Michael W. Radke, Ph.D. 
Director, Office of Field Services

SUBJECT: Identification and Coding of Section 31a Eligible Pupils in
Michigan Student Data System (MSDS)

Protocol for Designating Section 31a Eligible Pupils

In order to assist the Office of Evaluation, Strategic Research, and Accountability (OESRA) in applying the accountability measures as stated in the 2014-15 Section 31a At-Risk program legislation, pupils eligible for Section 31a should be identified by using the "Identification Criteria Worksheets for Section 31a Pupils" available on the Office of Field Services (OFS) website.

The Section 31a Identification Criteria Worksheets are documents for internal use only within the Local Educational Agency (LEA). Please retain these worksheets in your LEA's Section 31a program files for future monitoring purposes.

In the [Section 31a Identification Criteria Worksheets for Grades K-3](#), list all pupils and check the box(es) for applicable criteria within the following three eligibility categories:

1. Core Academic Objectives Not Met -1 Area, **OR**
2. Risk Factor – 1 Area, **OR**
3. In the Absence of Local or State Assessments - Risk Factors 2 Areas

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In the [Section 31a Identification Criteria Worksheets for Grades 4-12](#), list all pupils and check the box(es) for applicable criteria within the following three eligibility categories:

1. MME, State Assessment or Local Assessments - 1 Area, **OR**
2. Risk Factor – 1 Area, **OR**
3. In the Absence of State or Local Assessments - Risk Factors 2 Areas

Any student meeting one or more of the eligibility categories on the Section 31a Identification Criteria Worksheets must be entered as code **3060** in the MSDS "Program Eligibility Participation" section. Any pupil reported with code **3060** in at least one of the two remaining General Collections (Spring 2015 Collection ends on March 25, 2015 and End-of-Year (EOY) Collection ends on June 30, 2015) will be considered At-Risk for Section 31a accountability calculation purposes. No additional information regarding the pupils' at-risk identification characteristics is required in MSDS.

Allocations for Section 31a will not be determined by the submission of the program code and will continue to use the Supplemental Nutrition Eligibility (SNE) data submitted in the Fall General Collection.

For questions regarding Section 31a, please contact:

Identification of Section 31a Eligible Pupils

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Reporting of Section 31a Eligible Pupils in MSDS
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